

HOW TO GENERATE GRANT APPLICATION SIGNATURE PAGES

(Certified Assurances and Certification Regarding Lobbying forms)

The **Certified Assurances** and the **Certification Regarding Lobbying** forms comprise the last three pages of your submitted grant application (as generated and emailed when the application was submitted electronically in the GMS).

If you do not have a copy of this formatted grant application document, or if you haven't submitted your application yet, you can generate these forms from within the grants management system (GMS).

To access and print the **Certified Assurances** and **Certification Regarding Lobbying** forms for your grant application:

- In the left-hand navigation menu, click **Print**
- On the print menu, in the Report dropdown, select **Grant Application Report**
- The checkboxes displayed below allow you to print all pages/forms from this report or just the selected forms.
- To print just the *Certified Assurances* and *Certification Regarding Lobbying* forms, place a check in the **Assurances** and the **Anti-Lobbying** checkboxes and click on the **Generate Report** command button

The screenshot displays the Grants Management System (GMS) interface. At the top, there is a navigation bar with tabs: Home, Grant Management, Funding Management, Address Book, Reports, and Admin. Below this, a breadcrumb trail shows 'Grant Management > Application Search'. A table header is visible with columns: App. Number, Grant Number, Req. Funds, Match Funds, Match %, and Proj. On the left, a 'Grant Menu' sidebar lists various options, with 'Print' highlighted. The main content area features a 'Generate Report' button and a 'PRINT REPORT' section. This section prompts the user to 'Please select the reports to print.' and shows a dropdown menu currently set to 'Grant Application Report'. Below the dropdown, a grid of checkboxes allows for selecting specific report components. The 'Assurances' and 'Anti-Lobbying' checkboxes are checked and highlighted with a red box. Other unchecked options include Print All Forms, Cover Sheet, Face Sheet, Summary and Narrative, Project Budget Summary, Personnel Budget, Operating Expenses Budget, Travel Budget, Contractual Services Budget, Equipment Budget, Other Budget, Civil Rights, and Service Sites.